



DEVELOPMENT SERVICES DEPARTMENT COPY FEE SCHEDULE

The following applies to all public records requests submitted to Development Services:

1. After receipt of your request, you will be notified when the public records are available for review or pick-up. Payment is due for copies when they are picked up.
2. We accept cash, check, and credit cards (MasterCard, Visa, American Express and Discover). If paying by check, please make the check payable to the City of Tempe.

Fees are as follows:

❖ Non-Commercial Requests

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|---------------------------------|-----------------|
| • Copies of Routine Records | \$0.25 per page |
| • Copies of Non-routine Records | \$0.50 per page |
| • 24x36 plans* | \$2.00 per page |

*Large plan sets may be sent out to a private vendor for copying. The applicant will be charged the full cost of copying the documents, and may be required to post a deposit prior to copies being made.

❖ Commercial Requests

The charge for commercial public records requests will be based upon:

- the value of the reproduction on the commercial market as best determined by the public body,
- a reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction, and
- a portion of the cost to the public body for obtaining the original or copies of the documents, printouts or photographs. A.R.S. § 39-121.03 (D).

❖ Custom Requests

- A custom request is a request for a record or format that does not currently exist. Should you make a custom request and if the City determines that it will fulfill the request, the City will contact you with an estimated cost.